

**N69450-16-R-0110 INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT FOR ARCHITECT-ENGINEER SERVICES FOR PROFESSIONAL PLANNING AND ENGINEERING SERVICES WITHIN THE NAVFAC SOUTHEAST GEOGRAPHIC AREA OF RESPONSIBILITY**

Description: ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM SF 330, ARCHITECT ENGINEER QUALIFICATIONS IS CONTAINED HEREIN. THERE IS NO SEPARATE REQUEST FOR PROPOSALS (RFP) PACKAGE TO DOWNLOAD.

ALL RFIs MUST BE SUBMITTED IN WRITING IN ORDER TO BE ANSWERED. RFIs WILL BE ANSWERED VIA NECO AND FEDBIZOPS. NO PHONE CALLS WILL BE RESPONDED TO DURING OPEN PROCUREMENTS. RFIs MUST BE SUBMITTED BY 20 SEPTEMBER 2016 AT 3PM EDT TO STEPHEN.SPARKS@NAVY.MIL.

This procurement will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for multi-discipline Architect-Engineer (AE) services for Professional Planning and Engineering Services within the NAVFAC Southeast Geographic Area of Responsibility. Although, less frequently, this contract could be used for planning and design services at activities located within the entire NAVFAC AOR (worldwide). These services will be procured in accordance with 40 USC Chapter 11, Selection of Architects and Engineers, as implemented by FAR Subpart 36.6. The IDIQ contract will be for a base period of one year and four one-year option periods (if exercised). The total fee for the contract term shall not exceed \$30M. The guaranteed minimum for the contract term (including option years) is \$20,000. Firm-fixed price task orders will be negotiated for this contract. There will be no dollar limit per task order and no dollar limit per year. Estimated start date is August 2017.

This proposed contract is being solicited as a SMALL BUSINESS SET-ASIDE PROCUREMENT. The Small Business size standard classification is North American Industrial Classification System (NAICS) Code 541320. The Government seeks the most highly qualified firm to perform the required services, based on the demonstrated competence and qualifications, in accordance with the selection criteria.

The type of professional planning and engineering services expected to be performed under this contract are:

Development and update of facility planning studies, including: Basic Facility Requirements (BFRs), Asset Evaluations (AEs), Property Record Cards, and Facility Planning Documents; Project Documentation (DD-1391 forms) for Military Construction and Special Projects; Regional Planning Products, Master Plans, Recapitalization Plans, and Capital Improvement Plans; Special Planning Studies, to include Scoping Studies; Base Development Visioning and Scenario Planning; Business Case Analyses and Economic and Efficiency Analyses and Budgetary Cost Estimates; Installation Appearance Plans; Anti-Terrorism/Force Protection (AT/FP) Plans; Traffic Studies; Encroachment Plans; Website and intranet development and implementation as related to Planning Services; Sustainable Planning Concepts through an integrated planning approach; National Environmental Policy Act (NEPA) and documentation

related to planning products; Documentation related to the above Planning Services, including: presentation and briefing materials, updating existing condition maps and engineering feasibility studies;

Less common service included under this contract may include:

Various Real Estate related services including cadastral, title search, appraisal and other support related to Real Estate purchase, lease or disposal; General Geographical Information Systems services in support of planning functions; Surveying and other Asset Management related services.

All contractors are advised that registration in System for Award Management (SAM) Database is required prior to award of a contract. Failure to register in the SAM Database may render your firm ineligible for award.

System for Award Management: Firms are required to be registered in the DoD System for Award Management (SAM) database, prior to the award of a contract. Failure to register in the SAM database may render a firm ineligible for award. For more information, check the SAM website: <http://www.sam.gov> or refer to DoD FAR Supplement (DFARS), Part 204 Subpart 204.12. In addition, The Federal Acquisition Regulation (FAR) requires the use of the Representations and Certifications application in Federal solicitations as part of the proposal submission process. Refer to FAR 52.204-8 Annual Representations and Certifications (Apr 2016) and DFARS 252.204-7007, Alternate A.

Firms are required to invoice and be paid via Wide Area Workflow (WAWF). Failure to register or agree to these terms may render a firm ineligible for award. For more information check the WAWF website: <https://wawf.eb.mil/>.

FAR Subpart 9.405(d)(1) require contracting officers to review the SAM exclusions after the receipt of all offers. FAR Subpart 9.405(d)(4) required contracting officers to review the SAM exclusions again, immediately prior to award, to ensure that no award is made to a listed firm. FAR Subpart 9.405-1(b) also requires the contracting officers to check the SAM exclusions prior to awarding “new work” as defined in this provision. Failure to verify the firm(s) or its principals’ status may render a firm ineligible for award. For more information, check the System for Award Management at [www.sam.gov/](http://www.sam.gov/).

In accordance with the FAR 36.601-4(b) the AE firm must be a registered/licensed architectural and/or engineering firm to be eligible for award. Provide proof that firm is permitted by law to practice the professions of architecture or engineering, (e.g., state registration number, or a brief explanation of the firm’s licensing in jurisdictions that do not register firms, etc.). Failure to submit the required proof could result in a firm’s elimination from consideration. **FIRMS WHO ARE OFFERING AS A JOINT VENTURE SHOULD INCLUDE WITH THEIR SUBMISSION A COPY OF THE JOINT VENTURE AGREEMENT. FAILURE TO INCLUDE THE JOINT VENTURE AGREEMENT WILL RESULT IN THE FIRM’S ELIMINATION FROM FURTHER EVALUATION.**

**JOINT VENTURE, TEAMING OR SUBCONTRACTOR UTILIZATION:** Firms formally organized as Joint Ventures that have associated specifically for performance of this contract,

consortia of firms, or any other interested parties may submit proposals. Team Arrangements are considered an arrangement in which (1) two or more companies form a partnership or joint venture to act as a potential prime firm; or (2) a potential prime firm agrees with one or more other companies to have them act as its subcontractors under a specified Government contract or acquisition program. In accordance with FAR Subpart 9.6, the Government will recognize the integrity and validity of firm team arrangements; provided, the arrangements are identified and company relationships are fully disclosed in the offer. The firm shall identify the major or critical aspects of the requirement to be performed by those identified in the Firm Team Arrangement. The submission must contain a narrative that clearly explains the relevance to a particular factor of information concerning a company that is part of a Firm Team Arrangement. The Government will consider the adequacy of this explanation in deciding the relevance of the information to this procurement.

Notwithstanding the specific requirements of any other area of this synopsis, information submitted about any company other than the firm, whether a predecessor company, affiliated company, subsidiary (including wholly owned subsidiaries) that will not perform major or critical aspects of this requirement, or other associated business, WILL NOT be evaluated for any factor unless the proposal contains a detailed narrative explaining why this submitted information is relevant to this acquisition. The Government will consider the adequacy of this explanation in deciding the relevance and weight, if any, of the information to this procurement.

The awarded contract will be subject to specific provisions addressing the avoidance of organizational conflicts of interest, including NFAS 5252.209-9300, Organizational Conflicts of Interest. The prime firm for this contract will be required to perform throughout the contract term.

#### Slate, Interview and Selection Procedures

The firm shall demonstrate its capability to perform planning work as required under this contract using the Standard Form 330 (SF330). The firm is required to complete ALL sections of Part I and Part II of the SF330. The Government will evaluate the completed SF330. This section describes the tasks required for completion of a fair, comprehensive, and impartial slate-selection process.

1. Evaluations. The evaluation for this project will be conducted using a Selection/Selection (one board) procedure and will be held in Jacksonville, FL. The Slate-Selection Board Chairman (SSBC) will make arrangements for the evaluation upon completion of the screening of the SF330 by Acquisition Division. Each SF330 submitted will be evaluated individually and independently.

2. Familiarization. All members of the architect-engineer evaluation board will be composed of members who, collectively, have experience in architecture, engineering, planning and Government and related acquisitions matters. Members will be appointed from among highly qualified professional employees from NAVFAC-SE or other agencies. The members are required to be familiar with the contents of the synopsis before evaluation begins. The Chairman will bring the evaluation team members and advisory staff together prior to the evaluation of proposals to discuss the synopsis, the rating methodology, and each member's responsibilities.

3. Communication. All members of the evaluation organization are to communicate via e-mail and/or verbally whenever possible and prudent to the Government. All e-mail communication among the evaluation organization is to be protected as sensitive to source selection.
4. Receipt and Preparation of SF330. The Contract Specialist will screen all SF330s to ensure that each is properly completed, executed and submitted in accordance with the synopsis requirements. After this initial screening, the Contract Specialist will forward the SF330s to the SSBC for evaluation.
5. Slate Evaluation. Each member of the evaluation organization will independently evaluate each SF330 submitted to identify compliance with the synopsis, strengths and weaknesses, potential clarifications and possible deficiencies. The evaluation will be documented on Slating Rationale worksheets and conducted in accordance with the guidelines established in this synopsis.
6. Narrative assessments. The evaluators' narrative assessment of each SF330 is the cornerstone of the evaluation process. The narratives form the basis for the award decision. Narrative comments must be clear, detailed and self-explanatory. Narratives will be prepared in ink or computer generated. Evaluators must indicate, as a minimum, (1) where the SF330 meets or fails to meet minimum requirements; (2) strengths/advantages and the benefit to the government should the firm receive award; (3) weaknesses/disadvantages/deficiencies and the impact each would have on the capability to perform.
7. The rating given under each of the evaluation criterion reflects the degree to which the proposed approach meets or does not meet the requirement through an assessment of the strengths, weaknesses, deficiencies, and risks of an offer. The methodology used to evaluate the SF330 and related risk will be based on a Met or Not Met determination for each evaluation criterion. An overall rating will not be given.
8. Consensus. Upon completion of individual evaluations, the evaluation team and Chairman shall meet and establish a final rating for each firm on each evaluation factor. Ratings will not be averaged, but will represent the consensus opinion of the evaluators. The Chairman will record these consensus results and document the basis for each. The Chairman will present the consensus results to the PCO and legal counsel for review and/or concurrence.
9. Discussions/ Interviews: After Procuring Contracting Officer review of the consensus results, a minimum of three of the most highly qualified firms will be short listed and invited to participate face-to-face discussions/interviews. Interviews are conducted for the purpose of obtaining any additional information that will help the board in ranking the firms in order of preference and distinguish between the most highly qualified firms. It provides the board an opportunity to gain a better understanding of the firm's qualifications, to clarify questions regarding the SF330 and to assess their understanding of the work. The firms are given an opportunity to provide their presentation followed by a question and answer period led by the SSBC. The questions may be provided to the firms for preparation; however additional questions may arise based on the information presented during the interview. Any information received during the interview process may be used as justification for the ranking of the firms based on the published selection criteria. During the interviews, the firms are invited to present

their approach discuss the concepts and the relative utility of alternative methods of furnishing the required services.

10. Interviewed firms must be prepared to provide a listing of present business commitments with their required completion schedules; financial and credit references (include name and telephone numbers of officers at their financial institutions) and performance references other than NAVFAC Southeast (include three (3) or more with names and telephone numbers of the contract administrators).

11. Selection: Following the interviews, the Evaluation Board shall reach a consensus on the order of preference of the short listed firms and provide the Selection Board Report recommending to the selection authority, in order of preference, at least three firms that are considered to be the most highly qualified. The Selection Board Report will include clear justification for the basis of selecting the most highly qualified firm and will be based solely on the evaluation criteria identified publicized synopsis. When only one board is used, the Slate/Selection report will include documentation supporting the decision to include and exclude firms from the slate. If two boards are used, an approved Pre-Selection/Slate Board Report must be included must be included as an enclosure to the Selection Report. Final selection decision shall be made by the agency head or a designated selection authority.

12. After Selection: After the Selection Report has been approve, the Procuring Contracting Officer may release information identifying only the AE firm selected as the most highly qualified with which negotiations will be conducted. Because of the Selection of Architects and Engineers procedures, if a fair and reasonable price cannot be negotiated with the number one ranked firm, the next most highly qualified firm may be contacted and requested to provide a fee proposal. At that time the name of the second firm may be released.

**SUBMISSION REQUIREMENTS:** Architect-Engineer firms desiring to be considered for this contract must submit a completed SF-330 package. The SF-330 shall be typed, one sided, at least 11 point **Times New Roman** or larger. Part I shall not exceed 60 single-sided 8.5 by 11 inch pages (the page limit does not include ISRs, certificates, PPQs, licenses, or the draft subcontracting plan, as required by the Small Business Subcontracting criterion, nor does the page limit include cover sheets or dividers, provided that these do not contain any substantive information submitted in response to the synopsis or intended to demonstrate the qualifications of the firm). Part I pages shall be numbered sequentially. The organizational chart may be one page single sided 11 by 17 foldout, using 11 point font or larger (font limitations do not apply to graphics, captions or tables). Introductions shall be included in front of Section E and will not be part of the page count of the package. Please include your DUNS, CAGE, and TIN numbers in Block 30 of the SF-330. Interested firms shall submit 1 original plus 3 paper hard copies of the SF-330 and 1 CD to Naval Facilities Engineering Command Southeast, Code N69450, Attn: AE/CE(Stephen Sparks), Building 903 Yorktown Avenue, Jacksonville, Florida 32212-0030. Responses are due **no later than 2:00pm EDT, 4 October 2016**. Late responses will be handled in accordance with FAR 52.215-1. The primary point of contact is Stephen Sparks, Contract Specialist, at Stephen.sparks@navy.mil. The alternate point of contact is Jovan Bone, Contract Specialist, at Jovan.bone@navy.mil. If an SF 254/SF 255 is submitted for this solicitation, it will not be reviewed or considered. As required above, provide verifiable evidence that your firm is permitted by law to practice the professions of architecture or engineering. Provide evidence of

professional registration for all registered personnel, such as planners, architects, engineers, and geologists (i.e., State registration numbers).

It is the contractor's responsibility to ensure delivery to the location specified.

Commercial couriers such as FEDEX, DHL or UPS follow the installation procedures and they are required to have a background check if they do not have a CAC badge or RAPIDGATE badge. Commercial couriers must also have their vehicle inspected at location listed in the attached LRA commercial vehicle inspection procedures prior to accessing the LRA.

Firms should check with their intended courier to ensure they have the proper identification credentials to access the LRA.

**Electronic (E-mail, facsimile, etc.) submissions are not authorized.**

Inquiries concerning this procurement should include solicitation number and title and be forwarded via email to Stephen.sparks@navy.mil.

**THIS IS NOT A REQUEST FOR PROPOSAL.**

**SELECTION CRITERIA:** Firms responding to this synopsis will be evaluated to determine the most highly qualified firms to perform the required services in accordance with the published selection criteria. Failure to comply with instructions, or provide complete information may affect the firm's evaluation or disqualify the firm from further consideration. The following seven (7) Selection Criteria (listed in descending order of importance) will be used to evaluate and award this contract. Specific selection criteria include:

1. Professional Qualifications and Technical Competence
2. Specialized Experience
3. Past Performance
4. Scheduling and Capacity
5. Quality Control Program Management
6. Firm Location
7. Volume of Work

**Criterion 1 — Professional Qualifications and Technical Competence (SF330, Part I, Sections E & G):**

Firms will be evaluated on professional qualifications, competence, and experience of the proposed key personnel in providing services to accomplish the tasks required under this contract, including participation in example projects in the SF330, Part 1, Section G. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Specific disciplines that must be included in key personnel are Project Manager, Senior Planner, Planner, GIS Analysis, and Quality Control.

**Submission Requirements:**

SF330, Part I, Section E. Provide resumes for all proposed key personnel that illustrate experience in the work proposed under this contract. Resumes are limited to 2 pages and should indicate: professional registration, certification, licensure and/or accreditation in appropriate disciplines; cite a minimum of 2 recent (within the past 5 years) project-specific experience in work relevant to the services required under this contract; and indicate proposed role in this contract. Indicate participation of key personnel in example projects in the SF330, Part 1, Section G.

**Criterion 2—Specialized Experience (SF330, Part I, Section F):**

Firms will be evaluated on specialized experience in performance of recent services similar to those anticipated under this contract through evaluation of experience in performing multiple, simultaneous projects involving:

1. Development and update of facility planning studies, including: Basic Facility Requirements (BFRs), Asset Evaluations (AEs), Property Record Cards, and Facility Planning documents;
2. Project Documentation (DD-1391 forms) for Military Construction and Special Projects;
3. Regional Planning Products, Master Plans, Recapitalization Plans, Installation Appearance Plans and Capital Improvement Plans;
4. Encroachment Plans;
5. Sustainable Design and Planning Concepts through an integrated planning approach;
6. Electronic documentation related to the above Planning Services, including: web based products, presentations and briefing materials,
7. Updating existing condition maps and engineering feasibility studies;
8. Geographical Information Systems data and management.

Submission requirements: Provide a minimum of 3 and maximum of 5 projects completed within the past 5 years immediately preceding the date of issuance of this notice, similar in scope and complexity and with a project size of \$50K to \$1M that best demonstrate specialized experience of the proposed team in the areas outlined above. Sufficient information to determine the date of completion of the project must be included in the project description or the project will not be considered. The submission must include a variety of the types of projects listed above. If more than the maximum number of projects is submitted, the Government will only evaluate projects up to the maximum number authorized in the order submitted.

All projects provided in the SF330 must be completed by the actual office/branch/regional office/individual team member proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from consideration in the evaluation. To enable verification, firms should include the DUNS number along with each firm name in the SF330 Part 1, Section F, block 25, "Firm Name" Include a contract number or project identification number in block 21. Include an e-mail address and phone number for the point of contact in block 23(c). In block 24, include in the project description the contract period of performance, award contract value, current contract value, and a summary of the work performed that demonstrates relevance to specialized experience as outlined above. For projects performed as a subcontractor or a joint venture involving different partners, specifically indicate the value

of the work performed as a subcontractor or by those firms proposed for this contract, and identify the specific roles and responsibilities performed as a subcontractor or by those firms on the project rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities offering/teaming on this contract, the project could be eliminated from consideration.

NOTE: If the firm is a joint venture, projects performed by the joint venture should be submitted; however, if there are no projects performed by the joint venture, projects may be submitted for either joint venture partner, not to exceed a total of 5 projects.

Projects shall be submitted on the SF-330 at Part I, Section F and shall be completed projects. Projects not completed will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract is considered a project, as is a stand-alone contract award. **Do not submit an IDIQ contract as an example project.** Instead, list relevant task orders or stand-alone contract awards that fit within the definition above. The Government will not evaluate information provided for an IDIQ contract. Examples of project work submitted that do not conform to this requirement will not be evaluated.

**All information for Criterion 2 should be submitted in the SF330, Part I, Section F of the. The Government WILL NOT consider information submitted in addition to Part 1, Section F in evaluation of Criterion 2.**

### **Criterion 3—Past Performance (SF330, Part I, Section H):**

Firms will be evaluated on past performance with Government agencies and private industry in terms of work quality, compliance with schedules, cost control, and stakeholder/customer satisfaction. Evaluating past performance and experience will include information provided in Past Performance Questionnaires (PPQs) or CPARS for Criterion 2 projects and may include customer inquiries, Government databases, and other information available to the Government including contacts with points of contact in other criteria. NOTE: Past performance information for projects listed under Criterion 2 may be given greater weight. If there is a CPAR evaluation available and a PPQ is submitted for the same project, the CPAR evaluation will be considered.

#### Submission Requirements:

**SUBMIT A COMPLETED CPARS EVALUATION FOR EACH PROJECT UNDER CRITERION 2. IF A COMPLETED CPARS EVALUATION IS NOT AVAILABLE, the Past Performance Questionnaire (PPQ) (Attachment (A)) included in this notice is provided for the firm or its team members to submit to the client for each project included under Criterion 2, Specialized Experience. DO NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.**

**IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your SF330. If the firm is unable to obtain a completed PPQ from a client for a project(s) before the response date set forth in this notice, firms should complete and submit with their responses the first page of the PPQ (Attachment (A)), which will provide contract and client information for the respective project(s). Firms may submit a PPQ previously submitted under a different**

Notice/RFP (legible copies are acceptable) as long as it is on the same form as posted with this Synopsis. Firms should follow up with clients/references to ensure timely submittal of questionnaires. If requested by the client, questionnaires may be submitted directly to the Government's point of contact, Naval Facilities Engineering Command Southeast, Code N69450, Attn: Stephen Sparks via email at Stephen.sparks@navy.mil, prior to the response date. Firms shall not incorporate by reference into their response PPQs or CPARS previously submitted in response to other A/E services procurements. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Firms may provide any information on problems encountered and the corrective actions taken on projects submitted under Criterion 2 Specialized Experience. Firms may also address any adverse past performance issues. Information shall not exceed four single-sided pages in total.

Awards, letters of commendation, certificates of appreciation, etc. shall not be submitted and will not be considered in the evaluation.

**Criterion 4—Scheduling and Capacity (SF330,Part 1, Section H):**

Firms will be evaluated according to their ability to perform work as required to meet schedules, capacity to accomplish multiple complex task orders simultaneously and in multiple states. This includes:

1. Demonstrating the ability to sustain the loss of key personnel without adverse impact upon assigned tasks and project schedules;
2. Indicate the firm's present workload and projected workload with a plan and schedule to accomplish the work; and
3. Describe the firm's capacity to establish and maintain a site to facilitate interactive information sharing for uploading and downloading electronic files, tracking and scheduling events, and customizing and sharing forms. Also, describe the A&E's capacity to establish and maintain a File Transfer Protocol or web HTML site for transfer of large files.

**Submission Requirements:**

1. Describe your capacity to provide services described in Selection Criterion 4 above. Indicate projected workload and availability of the project team (including consultants) for a specified contract period starting in August 2017.
2. Provide an organizational chart for the team and discuss the management plan for this contract and personnel roles in the organization. Describe the ability of the firm to manage, coordinate and work effectively with team members, both internal staff and consultants. Discuss the history of working relationships with team members, including joint venture partners where applicable.
3. Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the

workload/availability of the key personnel during the anticipated contract performance period and the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services. General statements of availability/capacity may be considered less favorably.

**Criterion 5—Quality Control Program (SF330, Part I, Section H):**

Firms will be evaluated on the strength of the quality control program proposed by the firm to ensure quality products and services under this contract, and means of ensuring quality services from their consultants/subcontractors.

**Submission Requirements:**

Describe the quality control program that will be utilized for all deliverables of this contract and the management approach for quality control processes and procedures. The description shall:

1. Explain the quality control program including an example of how the plan has worked for one of the projects submitted as part of SF330, Section F or how the plan will work if it has not been used previously.
2. Provide a quality control process chart showing the inter-relationship of the management and team components.
3. Describe specific quality control processes and procedures proposed for this contract to ensure technical accuracy in plans, studies and reports.
4. Identify the quality control manager and any other key personnel responsible for the quality control program and a description of their roles and responsibilities.
5. Describe how the firm's quality control program extends to management of subcontractors.

**Criterion 6— Firm Location (SF330, Part I, Section H)**

Provided that the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the contract, firms will be evaluated on the locations of their office or offices that will be performing the work under this contract and demonstrated knowledge of the general geographic areas in which projects could be located. Evaluation of firms will include consideration of their location within the general geographic area of the anticipated projects, primarily NAVFAC Southeast AOR.

**Submission Requirements:**

1. Indicate location of the office(s) that will be performing the work, including main offices, branch offices, and offices of team members.
2. Provide a narrative describing the team's knowledge of the primary geographic areas to be covered by this contract.

**Criterion 7—Volume of Work (SF330, Part 1, Section H)**

Firms will be evaluated in accordance with DOD Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 236.602-1, from data extracted from the Federal Procurement Data System (FPDS). Firms will be evaluated in terms of work previously awarded to the firm by DOD within the past twelve months with the objective of effecting an equitable distribution of contracts among qualified A&E firms including small, disadvantaged business firms, and firms that have not had prior DOD A&E contracts.

**Submission Requirements:**

Firms do not submit data for this factor.

**TO ASSIST THE EVALUATION BOARD IN REVIEWING YOUR APPLICATION, ENSURE THAT THE FOLLOWING INFORMATION IS INCLUDED IN THE BODY OF THE SF330:**

**Section D:** As an attachment for Section D, provide an organization chart of the proposed team showing the names and roles of all key personnel listed in Section E with the associated firm as listed in Section C. (The organization chart will not be counted as part of the page limit and the chart must be bound with the submittal to avoid separation in handling. The chart may be an oversize foldout. Note that all individuals listed in the organization chart are not required to have a resume, only those key personnel and disciplines listed in Evaluation **Factor 1**. List number of individuals in each discipline NOT assigned to proposed team who could be used to augment the proposed team (in event of loss of personnel or failure to maintain schedules). Provide the information requested for the proposed team members for the additional staff available to augment the proposed team.

**Section E:** Include resumes of team members included on the organizational chart listed as key specialist. Résumés should reflect the required professional qualifications, specialized experience cited in the Evaluation Factor 2.

**Section F:** Provide a matrix in Section F summarizing at least three (3), but no more than five (5) of your most relevant projects required under the specialized experience category. For each of the presented projects, provide the following information where applicable:

- (a) Project name/description/location;
- (b) Contract number and type;
- (c) Project cost as compared to your estimates and owner's programmed amount;
- (d) Currently proposed team members that worked on the project and roles;
- (e) An owner point of contact, with telephone number;
- (f) Project schedule including any owner approved extensions and final execution schedule;
- (g) Number and dollar value of change orders; and (h) and percentage of work performed as prime or subcontractor.

Summarize proposed team in tabular form with the following data:

- (a) Firm name;
- (b) Individual's name;
- (c) Work history with the individual consultant firm;

- (d) Office location (home or branch office);
- (e) Professional degree(s), and date(s);
- (f) Professional Registration(s), date(s) and state(s);
- (g) Assigned team responsibility;
- (h) Percentage of time committed to this team
- (i) Synopsis of experience including firm name(s), years with each firm, and type of experience with each firm.